



**Arizona Department of Health Services
Office for Children with Special Health Care Needs
Integrated Services Grant**



Committee Action Planning

The Integrated Services Grant Initiatives has formed seven committees to address specific areas of the grant. The Committees are:

- Quality Improvement
- Education and Training
- Cultural Competency
- Specialty Services
- Insurance
- Parent Action Council
- Youth Action Council
- Community Development Initiative Steering Team

The following template provides a framework for planning committee actions and tracking the strategies and actions to the outcomes desired. Each Committee will complete the template to further define the strategy(ies), Actions and timelines for the work of the Committee. The completed Action plans will provide the basis for monitoring and reporting on the activities of the Committees.

Definitions:

Task: The areas assigned to the Committee based on the grant requirements.

Outcome/Performance Measures (s): The outcome desired from the work of the Committee and the performance measures to be impacted by this work.

Strategy: The major activity(ies) that will take place in order to achieve the goal. A Task may have more than one strategy.

Action: The step by step process to implement / complete the strategy. For each strategy, the actions (next steps) define how the strategy will be implemented.

Timeline: The Starting month & year and projected ending month & year for implementing the strategy.

Committee Name: Community Development Initiative

Goal: Promote family-centered care through partnerships between families with c/yshcn, health professionals, and policy makers to improve the quality of life for c/yshcn.

Task	Outcome/Performance Measure(s)	Strategy	Action	Timeline
1. Conduct a needs assessment of each agency participating in the Community Development Initiative and identify needs by agency for training of staff; identification, training, and mentoring of parent leaders; and implementation plans.				
2. Expand the Community Development Initiative to other state agencies.				
3. Provide training for yshcn and their parents through the Youth/Parent Leadership Development Institute.				
4. Provide training on community development to other state, county, and local agencies.				
5. Identify parents from existing parent-led community teams that can provide mentoring to other parents.				

6. Utilize Partners in Policy Making, Raising Special Kids, Pilot Parents, AzEIP parents, and ADHS/OCSHCN teams as a pool of potential youth and parents.				
7. Develop linguistically and culturally appropriate materials for the teams.				